

67-228

18 January 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Correspondence Addressed to the Director

Occasionally correspondence addressed to the Director does not warrant a reply by him personally, but at the same time it should be answered by someone on his immediate staff. In the past I think that all or most of the Executive Assistants in the Office of the Director have from time to time replied to such correspondence. In the future, in order to minimize the number of people signing these replies, the Director has requested that they be signed either by the Executive Director or by his own Executive Assistant ([]) as "Assistant to the Director."

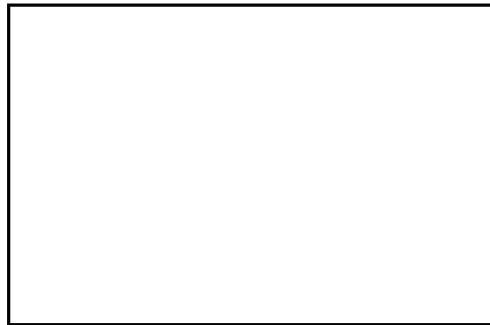
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L. K. White

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr.		
2	Mr.		
3	Mr.		
4	Mr.		
5	ER		
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
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